Public Appointments Commission Secretariat

2008-2009

Report on Plans and Priorities

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Section I – Overview

Management Representation Statement

I submit for tabling in Parliament, the 2008-2009 Report on Plans and Priorities (RPP) for Public Appointments Commission Secretariat.

This document has been prepared based on the reporting principles contained in *Guide for the Preparation of Part III of the 2008–2009 Estimates: Reports on Plans and Priorities and Departmental Performance Reports*:

- It adheres to the specific reporting requirements outlined in the Treasury Board of Canada Secretariat guidance;
- It is based on the Secretariat's strategic outcome(s) and Program Activity Architecture that were approved by the Treasury Board;
- It presents consistent, comprehensive, balanced and reliable information;
- It provides a basis of accountability for the results achieved with the resources and authorities entrusted to it; and
- It reports finances based on approved planned spending numbers from the Treasury Board of Canada Secretariat.

Christine Miles
Deputy Executive Director
Public Appointments Commission Secretariat

Raison D'être

The Public Appointments Commission Secretariat's role is to provide advice and support with respect to the development of the Public Appointments Commission and once the Commission is established to assist it with the development and implementation of a Code of Practice, with its audits and with the preparation of its annual report to the Prime Minister and to Parliament.

Organizational Information

The Public Appointments Commission Secretariat is within the portfolio of the Prime Minister, reflecting the prerogative of the Prime Minister with respect to Governor-in-Council appointments.

From April 2007 to November 2007, there were no personnel in the Public Appointments Commission Secretariat. A skeleton staff of two, a Deputy Executive Director and an Administrative Assistant, were assigned at the beginning of November 2007.

Voted and Statutory Items Displayed in the Main Estimates

(thousands of dollars)

Vote or Statutory Item	Truncated Vote or Statutory Wording	**2008–09 Main Estimates**	2007–08 Main Estimates
25	Program expenditures	**945**	945
(S)	Contributions to employee benefit plans	**122**	129
	Total Secretariat	**1,067**	1,074

Planned Spending of Secretariat and Full-time Equivalents

(thousands of dollars)	Forecast Spending 2007–08	**Planned Spending 2008–09**	Planned Spending 2009–10	Planned Spending 2010–11
Oversight of Governor-in-Council appointments	1,074	**1,067**	1,067	1,067
Total Main Estimates	1,074	**1,067**	1,067	1,067
Total Planned Spending	1,074	**1,067**	1,067	1,067
Plus: Cost of services received without charge	116	**149**	149	149
Total Spending of Secretariat	1,190	**1 216**	1 216	1 216
Full-time Equivalents	2	**4**	4	4

Summary Information

Financial Resources (thousands of dollars)

	2008–09	2009–10	2010–11
Main Estimates	1,067	1,067	1,067
Planned Spending	1,067	1,067	1,067

Human Resources (full-time equivalents)

	2008–09	2009–10	2010–11
Main Estimates	4	4	4
Planned	4	4	4

Priorities of Secretariat

Name	Type
1. Support the Commission	Ongoing
2. Build the organization	Ongoing
3. Develop the Code of Practice	Ongoing
4. Monitor, audit and report	Ongoing

Priority Statement

Planning environment

The Secretariat was created to support the Government in achieving its objective of a more open, transparent and competency-based selection process for Governor-in-Council appointments to agencies, boards, commissions and Crown corporations. The Secretariat will continue to lay the groundwork for the establishment of the Public Appointments Commission, which is provided for in the *Federal Accountability Act.*

Priority 1: Support the Commission

Once commissioners have been appointed, the Secretariat will provide policy and operational support to the chair and members.

Priority 2: Build the Organization

In order to support the Commission once established, the Secretariat is implementing the plans for its organizational structure including fulfilling planning and reporting obligations under Section 1.1 of the *Financial Administration Act*.

Priority 3: Develop the Code of Practice

The Secretariat will continue to research best practices, conduct literature reviews, consult with federal departments, agencies, boards, commissions and Crown corporations and with other levels of government in Canada and abroad to develop, for the early consideration of the Commission, a Code of Practice for Governor-in-Council appointments. Once established, the Code would also address audit and reporting obligations.

Priority 4: Monitor, audit and report

The *Federal Accountability Act* requires the Commission to monitor the application of the code of practice, audit related activities, and provide the Prime Minister with an annual report for tabling in both Houses of Parliament. The role of the Commission is to ensure selection processes within federal organizations are efficient and respect the intent and principles of the Code of Practice. It also needs to ensure organizations are in a position to meet the needs of the Governor-in-Council with regard to the timelines and integrity of the selection process.

The Secretariat will develop a performance management framework and establish the appropriate reporting procedures required to gather the necessary data for the preparation of the annual report.

Program Activities by Strategic Outcome

(thousands dollars)	Expected Results	Planned Spending			Contributes to the following priority
		2008–09	2009–10	2010–11	
Strategic Outcome:	To ensure fair competency-based processes are in place for the recruitment and selection of qualified individuals for Governor-in-Council appointments across agencies, boards, commissions and Crown corporations				Priorities 1, 2, 3 and 4
Oversight of Governor-in-Council appointments	Ensured fair and competency-based processes are in place for the recruitment and selection of qualified individual for Governor-in-Council appointments	1,067	1,067	1,067	Supports all priorities
Total		**1,067**	**1,067**	**1,067**	

Plans and Priorities of Secretariat

The Secretariat was created to support the Government in achieving its objective of a more open, transparent and competency-based selection process for Governor-in-Council appointments to agencies, boards, commissions and Crown corporations. The Secretariat will continue to lay the groundwork for the establishment of the Public Appointments Commission, which is provided for in the Federal Accountability Act. Once the Commission has been appointed, the Secretariat will provide direct policy and operational support.

Based on consultations conducted in fiscal year 2006-2007, the Secretariat is working on defining the principles and practices that will form the base of a future Code of Practice. This Code of Practice would, when implemented, provide for greater consistency and transparency of the Governor-in-Council appointment processes and would help ensure that appointments are based on key principles. It would also be flexible enough to allow appointments to be made in ways that reflect the wide variations in mandate and scope of agencies, boards, commissions and Crown corporations. This work requires research into Canadian and international best practices on public appointment procedures.

The Secretariat is developing procedures to produce the Commission's annual report, which would include statistics and information on the public appointment processes; audit and complaint processes; and a performance management framework. In the development of these tasks, the Secretariat works with key stakeholders including the Senior Personnel and Special Projects Secretariat of the Privy Council Office.

Section II – Analysis of Program Activity by Strategic Outcome

Analysis of Program Activity

The Public Appointments Commission Secretariat has only one Strategic Outcome, described below, which in turn is supported by one Program Activity.

The Strategic Outcome supports the overall plan to strengthen accountability in government as outlined in the *Federal Accountability Act*.

Strategic Outcome

To ensure fair and competency-based processes are in place for the recruitment and selection of qualified individuals for Governor-in-Council appointments across agencies, boards, commissions and Crown corporations.

Program Activity:

Oversight of Governor-in-Council appointments

Financial Resources (thousands of dollars)

	2008–09	2009–10	2010–11
Main Estimates	1,067	1,067	1,067
Planned Spending	1,067	1,067	1,067

Human Resources (full-time equivalents)

	2008–09	2009–10	2010–11
Main Estimates	4	4	4
Planned	4	4	4

This covers the activities relating to and including support to develop and establish a code of practice for appointments by the Governor in Council and ministers to agencies, boards, commissions and Crown corporations; oversee, review and report on the selection process for appointments and reappointments by the Governor in Council to agencies, boards, commissions and Crown corporations, and to ensure that every such process is widely made public and conducted in a fair, open and transparent manner and that the appointments are based on merit; evaluate and approve the selection processes proposed by ministers to fill vacancies and determine reappointments within their portfolios, monitor and review those processes and ensure that they are implemented as approved;

audit appointment policies and practices in order to determine whether the code of practice is being observed; report publicly on compliance with the code of practice; and provide public education and training of public servants involved in appointments and reappointments processes regarding the code of practice.

All priorities of the Public Appointments Commission Secretariat support this Program Activity by ensuring the organization is well structured in preparation for the eventual establishment of the Commission.

The performance management framework required for measuring the success of the Public Appointments Commission and its Secretariat will be developed in 2008-2009

Section III – Supplementary Information

Table 1: Secretariat Links to the Government of Canada Outcomes

Strategic Outcome:	To ensure fair competency-based processes are in place for the recruitment and selection of qualified individuals for Governor-in-Council appointments across agencies, boards, commissions and Crown corporations				
(thousands of dollars)	**Expected Results**	**Planned Spending**			**Alignment to Government of Canada Outcome Area**
		2008–09	**2009–10**	**2010–11**	
Oversight of Governor-in-Council appointments	Ensured fair and competency-based processes are in place for the recruitment and selection of qualified individual for Governor-in-Council appointments	1,067	1,067	1,067	All Government of Canada Outcomes
Total		**1,067**	**1,067**	**1,067**	

Alignment: To ensure fair and competency-based processes are in place for the recruitment and selection of qualified individuals for Governor-in-Council appointments across agencies, boards, commissions and Crown corporations.

Program Activity # 1 contributes to the achievement of all Government of Canada Outcomes by ensuring that selection processes for federal Governor-in-Council appointments are fair and competency-based.

The Table 2: *Services received without charge* can be found on the Treasury Board Secretariat's website at http://www.tbs-sct.gc.ca/est-pre/20082009/p3a_e.asp.